

JOB DESCRIPTION

JOB TITLE: Maintenance Supervisor

GRADE: 14

JOB CODE: 5001

DATE: 11/8/95

GENERAL FUNCTION: Under the direction of the Director or other appropriate administrative staff, is responsible for coordinating and supervising the work of employees in the general maintenance and upkeep of buildings, grounds, and equipment. Responsible for maintaining electrical, plumbing, mechanical, and related systems. Performs the work of employees and other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Supervises and assigns the work of maintenance employees.

Inspects work for completeness.

Determines material, equipment, and supplies to be used. Transfers equipment and personnel from one project to another as necessary.

Keeps time cards and other routine records.

Coordinates or installs, inspects, repairs and maintains the electrical, plumbing, mechanical and other related systems in all health department locations.

Coordinates or inspects, operates and maintains the heating, cooling and ventilation systems (including boiler system) in all health department locations.

Does general repairs such as painting, patching walls, security hardware, hanging shelves and landscaping.

Coordinates renovations of existing facilities and the construction of new facilities.

Coordinates and inspects major contract work on the electrical, plumbing, mechanical and other related systems in all health department locations.

Possession of a current and valid motor vehicle operator's license.

SUPERVISION RECEIVED: Tasks so highly routine may simply require standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED: Assigns and inspects the work of other maintenance and **JOB**

TITLE: Maintenance Supervisor (Continued) **JOB CODE:** 5001

janitorial employees.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to meet and deal tactfully and courteously with fellow employees and vendors/contractors.

Ability to install, inspect, repair and maintain the electrical, plumbing and other related systems of all district health department locations.

Ability to perform various clean-up and maintenance tasks as needed.

Ability to update inventories and other supplies as needed.

Ability to inspect, operate and maintain the heating, cooling and ventilation system and the boiler system. Skill in maintaining and repairing security hardware.

Ability to understand complex written and oral instructions.

Thorough knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

Minimum Education, Training, and Experience Requirements: High School or GED. Eighteen months of education and training beyond high school level in general maintenance and repair, or a closely related area. Two years experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failures. Formal training in related fields will substitute on a year-for-year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.